



## **BUDGET ANALYST 3**

**Opens:** March 6, 2007  
**Closes:** Open until filled. Screening will begin March 23, 2007.  
**Salary:** \$3540 - 4531 (range 54)

**LOCATION:** There is one permanent full-time opening in Lacey with the Financial and Contract Services Division of the Health Care Authority. This is an overtime-exempt position that is not covered by a union bargaining agreement.

**WHO MAY APPLY:** This recruitment is open to all who meet the requirements and desired qualifications.

**DUTIES:** Independently monitors and reviews assigned program's financial performance and budget assumptions and makes recommendations regarding budget adjustments. Annually compiles and analyzes statistical data in preparation and adjustment of biennial budget and assists program staff to create biennial and supplemental budgets. Creates, reviews, and monitors financial reports for all administrative programs, and work with Administrative Accounting to resolve discrepancies. Responds to insurance carriers and OFM for data requests, including preparing quarterly PEBB summary report of financial benefit activities (2.8 billion dollar fund). Monitors, updates, and reconciles portions of PEBB funding rate model. Performs peer review of co-workers documents (reports, decision packages, fiscal notes, rate tables, etc.). Creates and reports budget allotments and performance measures using Allotment Preparation System (APS), Performance Measure Tracking System (PMT), Budget and Allotment Support System (BASS), Salary Projection System (SPS). Provides history, assists with writing, and inserting fiscal impact data into legislative decision packages. Coordinates fiscal notes for Finance and Budget including F & A staff assignments, analyzing fiscal impacts of proposed legislation, and writing fiscal note analysis.

### **REQUIREMENTS:**

- 30 quarter or 20 semester hours of college-level accounting AND four or more years of professional experience in budgeting, accounting, management analysis, or allied field.
- Experience using spreadsheet software, such as Microsoft Excel to create, modify, print and formatting spreadsheets, find and replace data, and work with formulas and functions.
- Experience using word processing software, such as Microsoft Word or WordPerfect, to create, format, edit, preview, print and save documents. Use standard functions to select, edit, copy, paste, format, and spell check text. Create bulleted and numbered lists, indent and align paragraphs, and use bordering and shading features.
- One or more years experience using budget and accounting software programs such as APS, PMTES, BASS, AFRS, and SPS.
- One year of experience using database software such as Oracle and Access.
- Two or more years experience interacting with customers/stakeholders providing information in a timely manner.
- Six months experience using electronic calendaring to schedule meetings.

### **DESIRED QUALIFICATIONS:**

- A Bachelor's degree in business, public administration, accounting, economics, or statistics and one or more years experience reviewing budget allotments requests and recommending approval, denial, or modification.
- Understanding of HCA program operations and financial needs.
- Ability to review process and make recommendations for improvement.

**Candidates must have Ability and Willingness to:**

- Professionally and respectfully interact with others. Ability to adjust work habits and methods to meet goals.
- Work well with others to achieve a common goal or achievement putting group goals above personal goals/interests.
- Independently prioritize and meet deadlines. Multitask including using computer, phone and reports and shift tasks frequently through out the day.
- Learn Web site maintenance.
- Work in a high-pressure environment with frequent deadlines.
- Work Monday through Friday, five days a week during regular business hours. Work evenings and weekends, often times on short notice.
- Travel occasionally locally to attend meetings/training.

**Application Process:**

Candidates may apply by submitting the following packet of information:

1. A letter of interest with a detailed description of your experience in all of the areas listed in the Requirements and Desired Qualifications section.
2. A state application form, found at: <http://www.dop.wa.gov/Resources/Forms/> listing names of employers, duties, dates of employment, and degree(s) attained;
3. A minimum of three employment references, two supervisors and peer or co-worker;
4. The reference authorization form.

**Open until filled. Screening will begin March 23, 2007.**

Mailing Address	Email Address and Fax	Contact Information
Health Care Authority Human Resources Office PO Box 42698 Olympia WA 98504-2698	<b>Please use:</b> <b><u>Budget Analyst 3</u> in the subject line</b> <a href="mailto:hrmb@hca.wa.gov">hrmb@hca.wa.gov</a> Fax: (360) 923-2604	Patti Scherer-Abear (360) 923-2734  TTY: (360) 923-2703

**REFERENCE AUTHORIZATION FORM**

To Whom It May Concern:

I, \_\_\_\_\_, authorize the Health Care Authority to contact my current and/or previous employers and anyone else appropriate in establishing my qualifications for the purposes of verification and reference. I knowingly and voluntarily release the State of Washington Health Care Authority, its individual employees, and all my former or present employers and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the department's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the department requests. This authorization includes review of state employee personnel files.

Date \_\_\_\_\_ Printed name of applicant \_\_\_\_\_

Applicant's signature \_\_\_\_\_

NOTE: A photocopy of this information shall be as valid as the original